# Crafting Effective Research Resumes

Office of Undergraduate Research
NC State University

# Today's Learning Objectives

By the end, participants will be able to…

- describe the purpose of resumes
- identify components of effective resumes
- identify how to articulate research experience in resumes

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# Resumes

Zariah & Alexa
4/1/26

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# Learning Outcomes

- How to format
- Content to include
- How to make your resume stand out

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# Purpose of a Resume?

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# Purpose of a Resume

- Strengths, skills, & accomplishments
- Golden ticket into an interview
- 1 page written first impression

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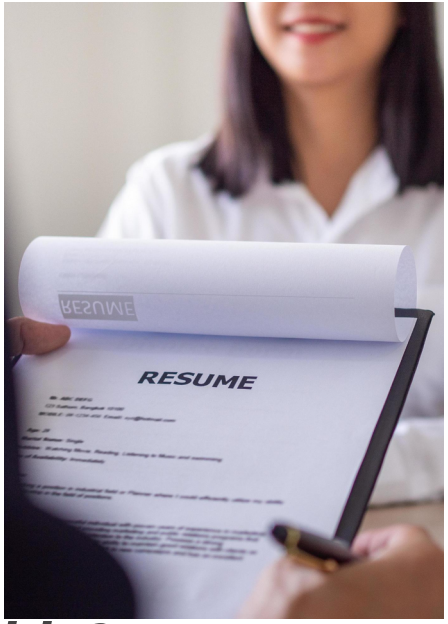
# Getting Started

- **Inventory**
  - Collect your skills, education, and experiences - *all experience counts!*
- **Analyze**
  - Review job description to identify keywords and match your transferable skills
- ***Who is my audience? What will they find valuable?***



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# What are Transferable Skills

- Skills that apply across roles, industries, and environments

Examples relevant to Campus Jobs or Student Organizations

- ★ Communication
- ★ Program Support and Event Coordination
- ★ Advising, Mentoring, and Peer Education
- ★ Data Tracking and Reporting
- ★ Outreach and Engagement
- ★ Problem Solving and Crisis Response

Same Skill—-> different language depending on industry

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# Transferable Skills Across Industries

| Core Skill | Higher Education | Corporate | Nonprofit | Healthcare |
|---|---|---|---|---|
| Communication | Advised students on academic, financial, and personal support resources while maintaining confidentiality | Communicated with clients to assess needs, provide accurate information, and resolve concerns in a timely manner | Engaged community stakeholders through outreach, education, and relationship-building initiatives | Supported patient intake by explaining procedures, answering questions, and ensuring accurate information exchange |
| Data Tracking and Documentation | Logged student interactions and documented service usage to support retention and reporting efforts | Maintained client records and updated internal databases to ensure accuracy and compliance | Tracked program outcomes and participant engagement to support grant reporting and assessment | Updated patient records and verified documentation in electronic health systems |
| Programming & Event Support | Supported workshops and educational programming by managing logistics, materials, and participant engagement | Coordinated trainings, meetings, or onboarding sessions to support employee and client engagement | Planned and supported outreach events to advance organizational mission and community impact | Assisted wellness initiatives by supporting health education programs and patient-centered events |
| Customer Service & Support | Served as a first point of contact for students, offering guidance and appropriate referrals | Provided frontline customer support in a fast-paced environment, ensuring positive client experiences | Responded to community inquiries and connected individuals to services and resources | Delivered compassionate support to patients and families while addressing concerns and directing them to appropriate care |

# National Association of Colleges and Employers (NACE) Career Readiness Competencies

1. Career & Self-Development
2. Communication
3. Critical Thinking
4. Leadership
5. Professionalism
6. Teamwork
7. Technology

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# Formatting

- **Length**: 1 page
- **Font**: 10-12pt font, simple style (Arial, Calibri, Didot, Garamond, Helvetica, Times New Roman)
- **Margins**: 0.5”-1”around entire page
- **Spacing**: Single space text, add 1 space between sections
- No columns, no picture, no templates, and avoid color.
- **The specific content is what you should be focusing on.**
- **Submit as a PDF**
- **ATS (Applicant Tracking System)**

# Chris PreHealth

prehealth44@ncsu.edu (919) 453-2246
Raleigh, NC

## Education

**North Carolina State University**, Raleigh, NC *Anticipated May 20xx*
Bachelor of Science in Biological Sciences: Human Biology Concentration, GPA 3.7
Minor: Biotechnology & Nutrition
**University of North Carolina at Charlotte**, Charlotte, NC, GPA 3.8 *Aug 20xx - Dec 20xx*

## Clinical Experience

**Mariam Clinic -** Phlebotomy Technician, Cary, NC May *20xx - Present*
- Utilize certified phlebotomy skills as a volunteer for free weekly healthcare clinic
- Perform and explain venipuncture procedures on patients, focusing on minimizing patient discomfort
- Assure proper blood specimen collection & identification and safely store samples for transportation

**ScribeAmerica -** Emergency Department Medical Scribe, Charlotte, NC *May 20xx - Dec 20xx*
- Accurately documented all work, treatment procedures, and medical decisions of practitioner
- Located medical records, entered medical data, and observed the physician during patient encounters

**Shadowing -** Internal Medicine, OB-GYN, Dermatology, and Pediatrics *May 20xx - Aug 20xx*
- Expanded understanding of healthcare careers through intentional observation and conversations with practitioners

## Research Experience

**Biotechnology Summer Undergraduate** - Research Assistant, Raleigh, NC *June - Aug 20xx*
- Analyzed RNA structure and annotated the 5' UTR regulatory region of cancer genes
- Conducted in silico design of translation regulation cassettes for mRNA therapeutics

## Leadership & Activities

**Pre-Medical Club -** Co-President *May 20xx - Present*
- Collaborate with officers to provide opportunities by managing speakers and leading fundraisers
- Present to first-year students on successful practices and personal and professional development

**Stem Journal Club -** Co-Founder & Co-President *May 20xx - May 20xx*
- Established and lead club for students with summer research impacted by COVID-19
- Lead weekly research discussions, create and maintain social media, and coordinate speakers

**Biological Sciences Transfer Student Membership -** Peer Mentor *Aug 20xx - May 20xx*
- Mentored 5-10 students per semester to guide through adjustment to NC State as a transfer student

**Cary Assisted Living,** Cary, NC *Aug 20xx - Dec 20xx*
- Provided companionship through conversation, reading, singing and playing games with patients

**Boys and Girls Club,** Raleigh, NC *Aug 20xx - May 20xx*
- Tutored middle school student weekly in science and created a trusting relationship for developmental conversations and open dialogue

## Honors & Certifications

Undergraduate Honors Program in Biological Sciences *Aug 20xx - Present*
Phlebotomy Technician - American Academy of Phlebotomy Technicians *July 20xx*

## Other Experience & Interests

- Customer service experience as a restaurant server and lifeguard
- Conversational Spanish
- Tennis, reading and juggling

# State M. Engineer

(555) 777-8888 • smengineer@ncsu.edu • www.linkedin.com/in/smengineer • https://github.com/stateengineer

## EDUCATION

**B.S. Mechanical Engineering** | North Carolina State University, Raleigh, NC Anticipated May 20XX
Minor in Graphics Communication | **Cumulative GPA: 3.75**
Honors/Scholars Program | Dean's List all semesters
**Relevant Coursework:** Dynamics, Heat Transfer Fundamentals, Solid Mechanics, Thermodynamics II, Principles of Electrical Engineering, Intro to Mechanical Design

## WORK EXPERIENCE

**Resident Advisor** | North Carolina State University Housing | Raleigh, NC Oct 20XX - Present
- Developed a residential community and enhanced educational development for residents using social media and in depth one on one interactions
- Responded to crises, incidents, and emergencies with an ethic of care and completed incident reports to ensure resident safety and wellbeing

**Project Engineering Intern** | WestRock | Roanoke Rapids, NC May 20XX - Aug 20XX
- Undertook multiple $100k projects using the front-end loading project engineering method and developed an understanding of the engineering design process
- Produced drawings in and taught co-workers AutoCAD for machined parts and structures
- Technically communicated with contractors and engineering firms to procure quotes and services

**Structures Team Member** | SolarPack (NC State University Club)| Raleigh, NC Aug 20XX - May 20XX
- Designed the chassis and roll cage of a solar power vehicle using Fusion 360 and Finite Element Analysis
- Collaborated and shared ideas with team members on material, structure, and design solutions

**Lifeguard/Manager** | Aquatech Pool Management | Charlotte, NC Apr 20XX - Aug 20XX
- Managed a lifeguard staff of 12 employees and maintained pool safety at a local pool; promoted multiple times
- Maintained pool chemistry and operated a pump room for 100% safe operations

## PROJECTS

**Rotational Launcher Project**
- Designed, mathematically modeled in MATLAB, drafted in SolidWorks, and built a device that launched a ball at a given distance based on initial parameters with an accuracy of 90%

**Pump Troubleshooting Project**
- Utilized flow meters, power usage and pump charts and diagnosed potential problems with an underperforming pump and improved efficiency by conserving water that was otherwise being sent to overflow

## SKILLS

SolidWorks, Fusion 360, AutoCAD, MATLAB, JDE, Microsoft Projects, LabView

## CERTIFICATIONS

OSHA 10-Hour General Industry Course, Lean Six-Sigma White Belt, CSWA in SolidWorks

## CAMPUS INVOLVEMENT

**Vice President** | NC State University Unicycle Club | Raleigh, NC Nov 20XX - Present
- Organize weekly group activities and aid in the handling of team funds and logistics
- Recruit, coach, and support 30 club members yearly

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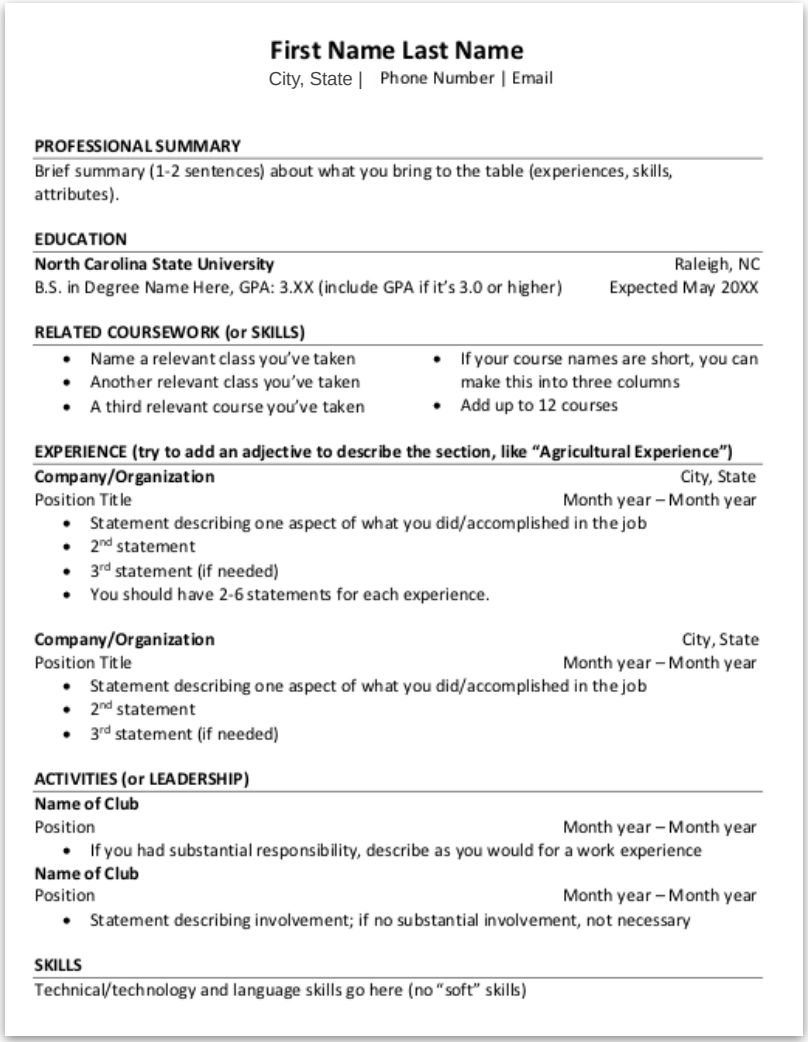
# Resume Outline

- Heading
- Education
- Experience
- *Optional Sections*
  - *Summary*
  - *Coursework*
  - *Honors/Achievements*
  - *Skills*



**First Name Last Name**
City, State | Phone Number | Email

**PROFESSIONAL SUMMARY**
Brief summary (1-2 sentences) about what you bring to the table (experiences, skills, attributes).

**EDUCATION**
**North Carolina State University** Raleigh, NC
B.S. in Degree Name Here, GPA: 3.XX (include GPA if it's 3.0 or higher) Expected May 20XX

**RELATED COURSEWORK (or SKILLS)**
- Name a relevant class you've taken
- Another relevant class you've taken
- A third relevant course you've taken
- If your course names are short, you can make this into three columns
- Add up to 12 courses

**EXPERIENCE (try to add an adjective to describe the section, like "Agricultural Experience")**
**Company/Organization** City, State
Position Title Month year – Month year
- Statement describing one aspect of what you did/accomplished in the job
- 2nd statement
- 3rd statement (if needed)
- You should have 2-6 statements for each experience.

**Company/Organization** City, State
Position Title Month year – Month year
- Statement describing one aspect of what you did/accomplished in the job
- 2nd statement
- 3rd statement (if needed)

**ACTIVITIES (or LEADERSHIP)**
**Name of Club**
Position Month year – Month year
- If you had substantial responsibility, describe as you would for a work experience

**Name of Club**
Position Month year – Month year
- Statement describing involvement; if no substantial involvement, not necessary

**SKILLS**
Technical/technology and language skills go here (no "soft" skills)

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# Heading

- **Name**: 14-20pt font, bold
- **Address**: City, State
- **Email**: 1 email, @ncsu.edu preferred
- **Phone**: 1 phone number
- **LinkedIn/Website/Portfolio** : use simple, customized web addresses.
- **Clifton Strengths:** top 5 strengths (optional)

**Paul Morris**
(919) 555-5555 ● pgmorri30@ncsu.edu ● www.linkedin.com/in/yourname ● Raleigh, NC

**Wolf E. Pack**
Raleigh, NC 27607
(919) 123-4567
xxxxxxxx@ncsu.edu

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# Summary: Optional

- Valuable for pointing out **specific career interests/strengths**
- Recommended when experiences don't closely align with industry or you're just starting out
- *Who are you + What do you bring + Where are you headed*

**SUMMARY**
Rising senior with hands-on experience in forensic lab research and customer service. Proven abilities in collaborating with small teams, handling complex scientific protocols, and working under pressure. Currently seeking research positions/internships in the RTP area with industry-leading organizations.

**SUMMARY**
Motivated Technology, Engineering & Design Education student proficient in AutoCAD and SolidWorks. Proven leadership qualities with strong communication and creative skills. Seeking to teach students at the middle grade and/or secondary level in a public-school setting.

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# Education

**Education**
**North Carolina State University (NCSU), Raleigh, NC** **May 2024**
Bachelor of Arts in Psychology, Minor in Sociology, GPA: 3.92

- **Reverse chronological order**
- Degrees completed/expected to receive
  - Include anticipated graduation date (month and year)
- **Remove high school** after first year
- **GPA**: include if 3.0 and above

**Education**
**Wake Technical Community College (Wake Tech), Raleigh, NC** **May 2024**
Associate of Arts, GPA: 3.455/4.0
**Wake Technical Community College (Wake Tech), Raleigh, NC** **July 2023**
Associate of Applied Science in Automotive Systems Technology, GPA: 3.866/4.0

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# Experience

- Paid and unpaid jobs/internships, substantial volunteer experiences, research, clubs and organizations, class/group project work
- Reverse chronological order -- most recent first
  - **Most relevant first if the most recent experience is not relevant**
- **Categorize and customize headings according to type and relevance**, if applicable
  - *Clinical Experience, Research Experience, etc.*
- Bullet statements
  - Start with strong action verb to indicate transferable or technical skill
  - Describe context and purpose of actions, use #s whenever possible
  - Write in terms of accomplishments/impact, wherever possible

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# Experience Example

**FORENSIC LAB EXPERIENCE**

**Research Assistant** | *NC State University Forensic Science Institute, Faith Lab* | Raleigh, NC **January 2023 - Present**

- Conduct database searches to compile mitochondrial genome data for North Carolina wildlife vertebrate species
- Establish a forensic mitochondrial sequence repository and validate NGS methods for animal species identification to support local and international casework in veterinary and wildlife forensics
- Extract DNA from buccal swabs and Oragene DNA saliva extraction kits
- Assist in a project funded by the National Institute of Justice (NIJ) for the development of a NGS-sequencing filter tool by analyzing statistical STR data produced under different standard deviations to determine most accurate sequencing output with fewest numbers of allelic drop-in/drop-out

**CUSTOMER SERVICE EXPERIENCE**

**Student Assistant** | *NC State Libraries, D. H. Hill & Veterinary Medicine* | Raleigh, NC
**August 2021 - May 2023**

- Handled a variety of requests from patrons including searching and retrieving book titles and lendable technology, solving printing issues, and educating patrons on the facilities
- Executed multiple tasks simultaneously during busy hours; communicate effectively and work efficiently as a part of a team
- Documented statistics of library usage by conducting headcounts and recording instances of patron assistance in order to provide accurate data

**Barista** | *Cup-A-Joe* | Raleigh, NC

**August 2020 - August 2021**

- Provided quality customer service to a high volume of customers in a fast-paced work environment
- Promoted within the first month of employment from Cashier to “Line Mover” and then to “Barista”

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# Use Strong Action Verbs by Skill Set

## Communication

advertised
arranged
authored
brainstormed
clarified
collaborated
communicated
composed
consulted
discussed
documented
drafted
edited
explained
interacted
interviewed
listened
marketed
negotiated
published
reported
synthesized

## Creative

composed
conceptualized
created
customized
designed
developed
devised
formulated
founded
generated
illustrated
improvised
initiated
integrated
modeled
modified
originated
performed
photographed
produced
revitalized
shaped
sketched
solved

## Helping

advised
advocated
assessed
assisted
clarified
coached
coordinated
counseled
demonstrated
diagnosed
educated
encouraged
facilitated
fostered
guided
helped
implemented
inspired
led
motivated
performed
presented
provided
referred

## Leadership

administered
appointed
assigned
chaired
conceived
coordinated
created
delegated
developed
directed
established
executed
founded
generated
handled
initiated
instituted
led
lobbied
managed
motivated
organized
originated
oversaw

## Research

analyzed
clarified
collected
compared
conducted
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
inspected
interviewed
investigated
measured
organized
researched
solved
summarized
surveyed
tested

## Technical

adapted
analyzed
assembled
coded
conserved
constructed
converted
created
debugged
designed
devised
diagnosed
engineered
evaluated
fabricated
implemented
installed
maintained
manufactured
operated
programmed
repaired
restored
tested

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# Impactful  Accomplishment Statements

- **Action Verb + What Happened + Purpose/Result/Impact**
  - Performed X to do Y resulting in Z
- Use keywords and #’s

**Before:**

*Cleaned cages and fed animals*

**After:**

*Executed specific protocols to clean 30 dog and cat cages, ensuring a healthy kennel environment*

**and/or**

*Followed detailed veterinarian instructions to individually feed up to 30 animals per day, using the correct ration for each animal’s specific needs*

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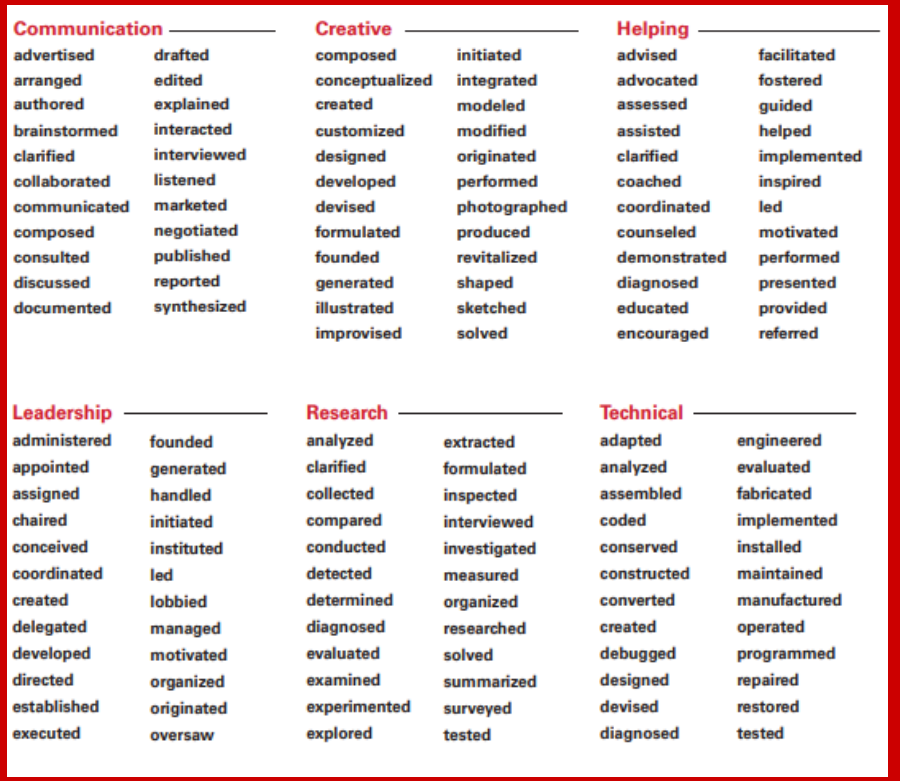
# Quick Activity

**Action Verb + What Happened + Purpose/Result/Impact**

**Statement 1:** Worked cash register and served food to customers.

**Statement 2:** Made sure cell cultures grew successfully in lab.



### Communication

advertised
arranged
authored
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collaborated
communicated
composed
consulted
discussed
documented
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explained
interacted
interviewed
listened
marketed
negotiated
published
reported
synthesized

### Creative

composed
conceptualized
created
customized
designed
developed
devised
formulated
founded
generated
illustrated
improvised
initiated
integrated
modeled
modified
originated
performed
photographed
produced
revitalized
shaped
sketched
solved

### Helping

advised
advocated
assessed
assisted
clarified
coached
coordinated
counseled
demonstrated
diagnosed
educated
encouraged
facilitated
fostered
guided
helped
implemented
inspired
led
motivated
performed
presented
provided
referred

### Leadership

administered
appointed
assigned
chaired
conceived
coordinated
created
delegated
developed
directed
established
executed
founded
generated
handled
initiated
instituted
led
lobbied
managed
motivated
organized
originated
oversaw

### Research

analyzed
clarified
collected
compared
conducted
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
inspected
interviewed
investigated
measured
organized
researched
solved
summarized
surveyed
tested

### Technical

adapted
analyzed
assembled
coded
conserved
constructed
converted
created
debugged
designed
devised
diagnosed
engineered
evaluated
fabricated
implemented
installed
maintained
manufactured
operated
programmed
repaired
restored
tested

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# Examples:

- **Statement 1:** Operated the cash register and provided efficient, friendly customer service while preparing and serving food.
- **Statement 2:** Maintained and monitored cell cultures to ensure optimal growth conditions and experimental success.

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# Skills

- Technical skills (science/laboratory, computer software, production skills, fieldwork skills, etc.)
- Not interpersonal skills
  - *Prove these in your action*

| SKILLS | |
|---|---|
| Languages: | Java, Python, Ruby, C, C++, R |
| Web Technologies: | J2EE, Ruby on Rails, HTML, CSS, Django, Ajax |
| Databases: | Oracle, MySQL, PostGres, Apache Ignite |
| Libraries: | Pandas, NumPy, Keras, TensorFlow |
| Frameworks: | Spring, Hibernate, REST, SOAP, Log4j, Logback, Junit |
| Operating Systems: | Linux, Windows |
| Tools: | NetBeans, Eclipse, RubyMine, Toad, SQL Developer, Control-M, Tomcat, Heroku, Maven, Ant, GIT, SVN, Perforce, Jenkins, Chef, AWS, GWT |

**SKILLS**
SolidWorks, Fusion 360, AutoCAD, MATLAB, JDE, Microsoft Projects, LabView

**CERTIFICATIONS**
OSHA 10-Hour General Industry Course, Lean Six-Sigma White Belt, CSWA in SolidWorks

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# Relevant Coursework: Optional

- Include courses **specific to your interests or concentration**
- Especially relevant when you start taking **major courses**, not Intro courses.
- Entire course name; **no abbreviations!**

**EDUCATION**
**B.S. Mechanical Engineering** | North Carolina State University, Raleigh, NC Anticipated May 20XX
Minor in Graphics Communication | **Cumulative GPA: 3.75**
Honors/Scholars Program | Dean's List all semesters
**Relevant Coursework:** Dynamics, Heat Transfer Fundamentals, Solid Mechanics, Thermodynamics II, Principles of Electrical Engineering, Intro to Mechanical Design

**EDUCATION**
North Carolina State University, Raleigh, NC
**Master of Computer Science**, anticipated May 20XX GPA: 3.79/4.00
Courses: Software Engineering, Design and Analysis of Algorithms, Automated Learning and Data Analysis

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# Honors & Achievements

- List the **name and date** received
- **Write out acronyms**- expect the recruiter to not know the honor/achievement

**AWARDS**

| | |
|---|---|
| **North Carolina State University MIS Program Fellowship**<br>*Master's in International Studies Alumni Data Analysis Project* | **Dec 20XX-May 20XX** |
| **Boren Fellowship with National Security Education Program (NSEP)**<br>*Turkish Flagship Language Initiative (TURFLI)* | **June 20XX-Aug 20XX** |
| **American Councils Eurasian Regional Language Program (ERLP)** | **June 20XX-May 20XX** |

**Honors & Certifications**

| | |
|---|---|
| Undergraduate Honors Program in Biological Sciences | *Aug 20xx - Present* |
| Phlebotomy Technician - American Academy of Phlebotomy Technicians | *July 20xx* |

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# Extracurriculars & Service

- Various titles (Campus Engagement, Honors & Activities, Extracurriculars, Leadership & Activities, Campus Involvement, etc.)

**Extracurricular and Service**

- Public Relations Society of America
- Feed the Pack Food Pantry Volunteer

**EXTRACURRICULAR**

**Hackathons**- HoyaHacks, Hack Duke and Hack NC

- Created an App version of Harry Potter's marauder's map that included location sharing for friends to stay in touch during outings using Android, Cordova, HTML, CSS, JavaScript, firebase, Google Maps API
- Developed a HTML5 canvas based game Sheep Intelligence to solve real life problem of traveling sales

# Robin Research

2100 Someplace Circle, Apt. 112
Raleigh, NC 27956

PuppiesLoveMe@gmail.com
(919) 867-5309

## SUMMARY

Seeking positions for summer to gain hands-on experience in the field.

## RELEVANT COURSEWORK

| | |
|---|---|
| MB200 | GN421 |
| PHY452 | CH221 |
| IMM303 | BSC331 |

## PREVIOUS JOBS

Cup-a-Joe's, Raleigh, NC — *August 2018 – Present*

**Barista**

- I work the cash register and serve coffee every day
- Clean counters and empty the garbage after each shift
- Make sure all orders are made fast and done well

**NC State University Libraries**, D.H. Hill & Veterinary Medicine — *August 2019-Present*

- Handle a variety of requests from patrons to help library run smoothly
- Multi-task and communicate with lots of guests
- Count all visiting patrons and keep track of all interactions each day

**NC State University Forensic Science Institute, Faith Lab** — ***Jan. 2018 – November 2018***

*Research Assistant*

- Conduct 25+ database searches for lab
- Support local and international casework in veterinary and wildlife forensics
- Extract DNA from buccal swabs and Oragene DNA saliva extraction kits
- Assist in a project funded by the National Institute of Justice (NIJ) for the development of a NGS-sequencing filter tool

## CAMPUS LEADERSHIP & INVOLVEMENT

- Society of Multicultural Scientists, *Member* — *January 2018 – Present*
- oSTEM, *Member* — *September 2017 – Present*

## EDUCATION

**NC State University, Raleigh, North Carolina** — *August 2017 – May 2021*

Major: Biological Sciences
Minor: Spanish

2100 Someplace Circle, Apt. 112
Raleigh, NC 27956

PuppiesLoveMe@gmail.com
(919) 867-5309

SUMMARY

Seeking positions for summer to gain hands-on experience in the field.

RELEVANT COURSEWORK

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PREVIOUS JOBS

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Research Assistant

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# Proofread and Finalize

- Review for
  - consistent formatting
  - content
  - conciseness
  - typos
  - grammar
  - punctuation
- Have others review
  - Make an appointment on ePACK
  - Drop-In Hours
- **Convert to PDF before sending**
- Save as: YourNameResume

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# Resume Review Checklist

| | | |
|---|---|---|
| **Contact Information**<br>☐ Full name<br>☐ Professional email<br>☐ Phone number<br>☐ Customized LinkedIn URL | **Tailoring to Job Description**<br>☐ Keywords from job description<br>☐ Relevant experiences and skills<br>☐ Customized for role & company | **Objective or Summary**<br>☐ Clear & concise statement of goals<br>☐ Tailored to specific job<br>☐ Key skills and experiences |
| **Education**<br>☐ Name & location<br>☐ Degree and major<br>☐ Grad. date<br>☐ Relevant coursework<br>☐ GPA (opt. & if 3.0+)<br>☐ Honors, awards, or scholarships | **Additional Sections (if applicable)**<br>☐ Projects: Descriptions including results<br>☐ Volunteer Experience: Roles & impact<br>☐ Languages: Proficiency levels | **Skills**<br>☐ Relevant to job<br>☐ Categorized<br>☐ Specific & descriptive |
| **Experience**<br>☐ Org. name & location<br>☐ Job title<br>☐ Dates (month & year)<br>☐ Achievements<br>  ☐ Strong action verbs<br>  ☐ Quantify where possible<br>  ☐ Results/impact<br>  ☐ Relevant to job | **Format and Layout**<br>☐ Consistent font<br>☐ Uniform margins<br>☐ Balanced white space<br>☐ Clear headings<br>☐ Bullet points for experiences<br>☐ One-page length<br>☐ No grammatical or spelling errors | **Final Review**<br>☐ Professional appearance<br>☐ Logical flow<br>☐ Clear & concise language<br>☐ No personal pronouns (e.g., “I”, “my”)<br>☐ Consistent verb tense (present tense for current, past tense for previous) |

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# Questions?

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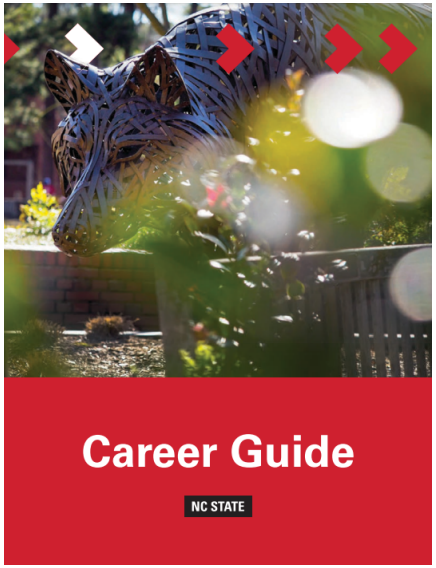
# Career Development Center Resources

**Resources:**

- Career Guide (CDC Website)
- Career Counselor (ePACK)




**Virtual Drop-In Hours via ePack:**

- Mondays 1-3pm
- Fridays 1-3pm

**In-Person Drop-In Hours:**

- *Career Development Center (Pullen Hall)*
  - Wednesdays 11-2pm
- *Academic Success Center (DH Hill)*
  - Tuesdays 1-4pm

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# A few tips for research opportunities…

# When seeking research opportunities…

- Do you always need prior research experience?
- Do you need advanced coursework?
- Do you need lab experience?
- Do you need to know a lot of technical skills?

# Professional summaries in research

- Use this as an opportunity to reaffirm your research goals
- Explain what you are interested in and why
- Does not need to be tailored to individual faculty
  - Potential mentors should see their research captured in your summary

# Resumes highlights for research

- ***Relevant*** coursework
  - Doesn’t have to be advanced coursework
- Previous research experience
- Previous work experience
- Applicable skills
  - Coding, foreign languages, technical skills, etc

# General professionals skills are crucial!

- Regardless of the research opportunity, certain skills are still going to be useful:
  - Communication
  - Time management
  - Organizational skills
  - Conflict resolution & teamwork

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# Questions?

# Thank You!

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NC State Office of Undergraduate Research

# Work on your resume

For the remainder of the time, we'll be floating around to help answer any questions or provide feedback on your resumes.